

Job posting preview

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Bulletin Number	46941BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	ACCOUNTING TECHNICIAN I
Exam Number	R0642I
Filing Type	Standard
Filing Start Date	24-Nov-2014
Filing End Date	02-Dec-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	2808.00
Salary Maximum	3669.00
Position/Program Information	FILING WILL BE SUSPENDED AFTER THE FIRST 600 APPLICATIONS ARE RECEIVED OR BY 5:00 PM PST, DECEMBER 2, 2014, WHICHEVER OCCURS FIRST. APPLICATIONS WILL BE ACCEPTED STARTING MONDAY, NOVEMBER 24, 2014, AT 8:00 AM. Under general supervision, performs paraprofessional accounting work in preparing, processing, reconciling, and maintaining fiscal records requiring a substantive knowledge of County and general accounting procedures. Positions allocable to this class serve as a technical generalist in an accounting unit where generally a higher level technical or professional accounting position has responsibility for the unit. Incumbents typically report to an Accounting Technician II or an Accountant or may report to an administrative supervisor or manager. Positions make routine technical decisions within a well established accounting system and may supervise accounting clerical personnel.

Essential Job Functions

- Performs technical work in an accounting or related area including general accounting, expenditures and accounts payable, revenue and accounts receivable, cost and fund accounting, budgetary support, accounting systems, auditing, accounting cycle, capital asset, and statement and report preparation.
- Assists in department accounting assignments which encompass the full cycle of accounting activities ranging from establishing accounting and subsidiary records, reconciling the ledgers, preparing adjustments and closing entries, and preparing reports.
- Classifies and records a variety of accounting transactions, including some requiring the interpretation of guidelines and policy that may involve processing encumbrances, cost accounting assignment, and reviewing and approving vendor payments, employee expense claims

for reimbursement, cash receipts, and reimbursing revolving funds.

- Apportions expenditures, deferred revenues/advances and collection of accounts receivable within the appropriate accounting period; determines the amount and distribution of accrued revenues and expenses and depreciation of assets.
- Reviews balance of accounts and reconciles to the Auditor-Controller's Countywide Accounting and Purchasing System (eCAPS) and subsidiary ledgers and trust funds. Provides explanation for reconciling items.
- Prepares journal vouchers, internal vouchers, cash receipts, and other accounting documents for the purpose of making adjusting entries for allocation of revenues and expenditures.
- Prepares routine statistical, cost and operating reports, statements of financial condition, budget compilations, and routine final accounting of revenues and expenditures for construction and other projects.
- Distributes both direct and indirect costs to cost centers and sets up rates using prescribed bases and techniques.
- Posts to ledgers, journals and registers, codes documents, prepares deposits and reconciles differences incidental to performing technical accounting assignments.
- Examines estate accounting records for completeness, accuracy, and propriety; prepares interim and final accounting reports of estate financial condition for use as a basis in probate proceedings, including distributions of estate assets based on interpretation of probate decrees.
- Prepares claims for reimbursement of expenditures for large scale categorical aid programs involving complex claiming procedures.
- Routinely accesses and utilizes a personal computer using established applications including word processing, spreadsheet, eCAPS, and accounting software.

Requirements

MINIMUM REQUIREMENTS:

Completion of 12 semester or 18 quarter units of accounting including a course in advanced accounting, cost accounting, governmental accounting, auditing, or accounting information systems in an accredited* college or university. Lower Division accounting classes may be taken at a two-year community college if the units are transferable to a four-year college or university **-AND-** One year of accounting clerical experience. Graduation from an accredited two-year college with an Associate's degree** in Accounting or a closely related field may be substituted for the one year of accounting clerical experience.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Accreditation
Information**

***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for courses and/or degree completed in an accredited* college in the field of Accounting, copies of official transcripts MUST be attached to the application before the promulgation of the list.

**Examination
Content**

** If you are substituting your one year of the required accounting clerical experience with your Associate's degree in Accounting, you MUST attached a copy of your Associate degree to receive credit. If you are unable to attach required transcripts, you must fax them to (213) 380-3681 before the promulgation of the list. Please include the exam number and title. Failure to submit the required documents will result in your application being rejected.

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering:

- Written Expression
- Reading Comprehension
- Data Analysis and Decision Making
- Office Practices and Procedures
- Customer Service
- Achievement and Orientation
- Dependability
- Customer Service Potential
- Customer Focus
- Conscientiousness, and
- Retention

NOTE: Applicants that have taken identical written tests for other exams within the last 12 months will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who are also concurrently applying for Accounting Technician II, R0643J, will take the identical written test components one time only. The resulting score will be transferred to all future examinations for which you have applied.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher in order to be placed on the eligible list.

Applicants may receive written test notice via email and are responsible for providing a valid email address. Please add ctadeo@hr.lacounty.gov to your address book to ensure our emails reach your Inbox.

**Special
Information**

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

- An interactive, Online Tet Preparation System for taking practice tests may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>. click on "Job Info Center." In the section "Some Helpful Links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized portion of the test by going to the following website: http://www.shldirect.com/practice_tests.html.

While these study guides will help in preparing for the test, we advise you to

	review ALL related materials that you deem necessary.
Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies throughout the County.
Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation. .
Available Shift	Any
County of Los Angeles Information	View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below: COUNTY OF LOS ANGELES BULLETIN INFORMATION OR Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section. Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will make reasonable accommodations.
Application and Filing Information	APPLICATIONS MUST BE COMPLETED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN-PERSON WILL NOT BE ACCEPTED. <u>INSTRUCTIONS FOR FILING ONLINE:</u> TO APPLY ONLINE, PLEASE CLICK THE LINK BELOW: https://sjobs.brassring.com/1033/asp/tq/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=46941BR <u>Filing will be suspended after the first 600 applications are received, or by 5:00 PM PST, December 2, 2014, whichever occurs first.</u> Acceptance of your application depends on whether you have <u>clearly</u> shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Direct copies of class specifications and

minimum requirements as your description of duties will not be sufficient to meet requirements. If your application is incomplete it will be rejected. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid Social Security Number at the time of filing. Entering anything other than a valid Social Security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at Public Libraries throughout the Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN User ID and Password. Using a family member or friend's User ID and Password may erase a candidate's original application record.

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ADA Coordinator Phone	213-351-2037
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077

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